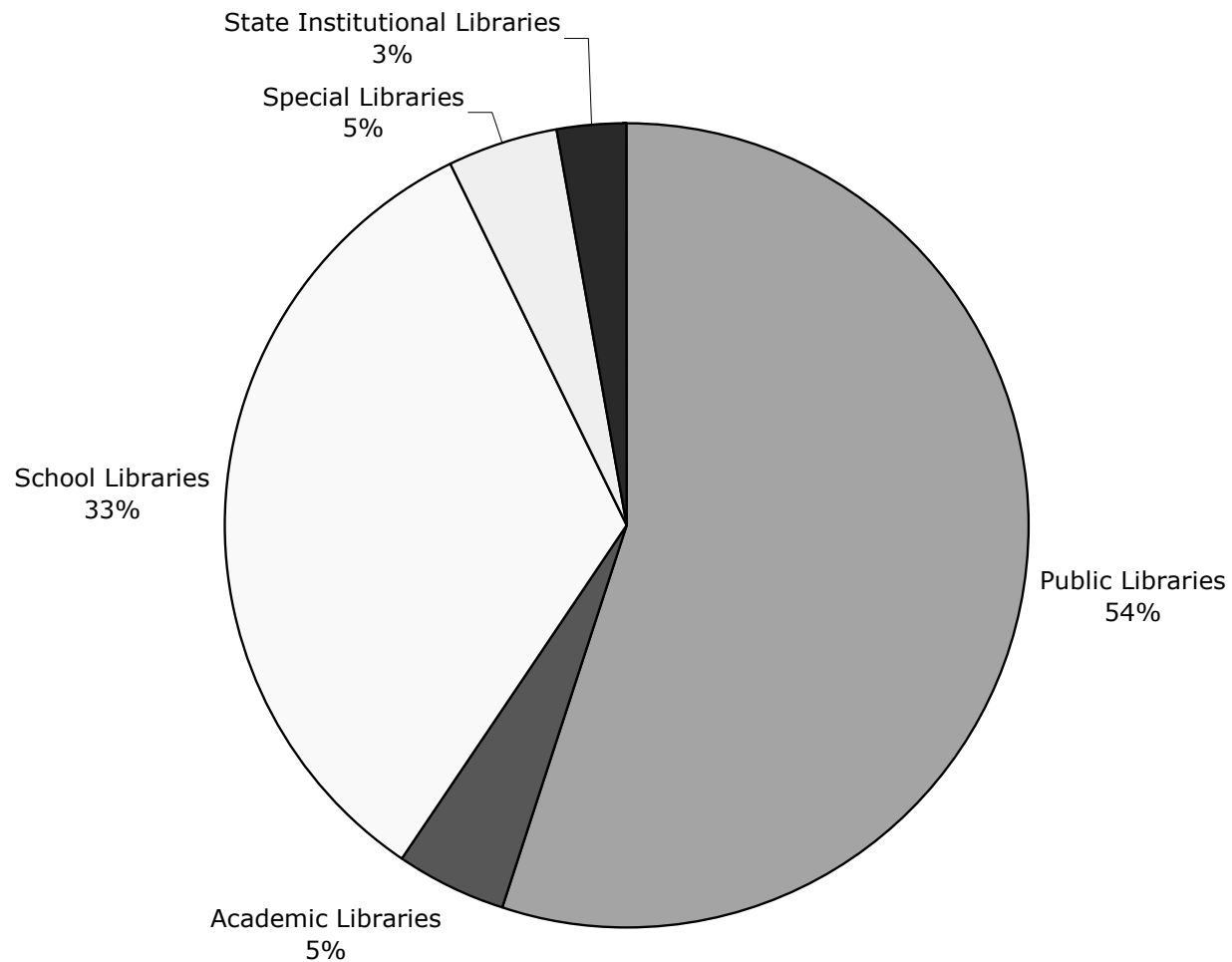


# Library Cooperatives

**Library Cooperative Membership  
FY 2000**



## Library Cooperatives: Membership

Cooperative	Public Libraries	% of Total	Academic Libraries	% of Total	School Libraries	% of Total	Special Libraries	% of Total	State Institutional Libraries	% of Total	Total Libraries	Population Served
Capital Library Cooperative	23	100%									23	395,313
Detroit Associated Libraries	2	100%									2	1,048,095
Hiawathaland Library Cooperative	8	88.9%	1	11.1%							9	59,267
Lakeland Library Cooperative	42	44.7%			43	45.7%			9	9.6%	94	1,062,503
Mid-Michigan Library League	50	43.5%	4	3.5%	58	50.4%	2	1.7%	1	.9%	115	358,637
Mid-Peninsula Library Cooperative	9	64.3%			2	14.3%	2	14.3%	1	7.1%	14	72,931
Mideastern Michigan Library Cooperative	15	83.3%					3	16.7%			18	826,240
Northland Library Cooperative	20	64.4%	2	6.5%	6	19.4%	2	6.5%	1	3.2%	31	169,915
Southwest Michigan Library Cooperative	34	36.2%	8	8.5%	40	42.5%	12	12.8%			94	588,240
Suburban Library Cooperative	20	95.2%	1	4.8%							21	808,100
Superiorland Library Cooperative	17	89.5%					2	10.5%			19	181,717
The Library Network	64	71.1%	8	8.9%	13	14.4%	5	5.6%			90	2,574,962
White Pine Library Cooperative	44	68.8%	1	1.6%	15	23.4%	2	3.1%	2	3.1%	64	682,858
Woodlands Library Cooperative	36	34.3%	7	6.7%	55	52.3%	2	1.9%	5	4.8%	105	499,553
<b>Totals (14 Cooperatives)</b>	<b>384</b>	<b>54.9%</b>	<b>32</b>	<b>4.6%</b>	<b>232</b>	<b>33.2%</b>	<b>32</b>	<b>4.6%</b>	<b>19</b>	<b>2.7%</b>	<b>699</b>	<b>9,328,331</b>

## Library Cooperatives: Staff

Cooperative	ALA-MLS FTEs	Other Librarian FTEs	Other Staff FTEs	Total Paid Staff FTEs
Capital Library Cooperative	1.00		1.00	2.00
Detroit Associated Libraries	0.09		0.03	0.12
Hiawathaland Library Cooperative	0.50		0.78	1.28
Lakeland Library Cooperative	2.00		13.38	15.38
Mid-Michigan Library League	2.50	1.00	4.50	8.00
Mid-Peninsula Library Cooperative	1.00		2.00	3.00
Mideastern Michigan Library Cooperative	1.00		1.00	2.00
Northland Library Cooperative	1.75	0.88	5.20	7.83
Southwest Michigan Library Cooperative	2.88	1.00	3.15	7.03
Suburban Library Cooperative	1.88		5.95	7.83
Superiorland Library Cooperative	2.00	1.00	5.20	8.20
The Library Network	6.00	1.00	23.30	30.30
White Pine Library Cooperative	1.00		6.00	7.00
Woodlands Library Cooperative	1.00		1.00	2.00
<b>Totals (14 Cooperatives)</b>	<b>24.60</b>	<b>4.88</b>	<b>72.49</b>	<b>101.97</b>

## Library Cooperatives: Services

Cooperative	Accounting/Business Services	Advocacy	Audiovisual Services	Automation Svcs./Consulting	Bibliographic Svcs./Cataloging/Materials Processing	Circulating/Lending/Rotating Collection	Computer Support Services	Continuing Education - Physical	Document Delivery - Electronic	Interloan Services	Internet Accounts/Support	Grant Writing	Group/Centralized Purch. - Collections	Group/Centralized Purch. - Equipment		
Capital Library Cooperative		X	X	X		X			X	X		X		X		
Detroit Associated Libraries		X		X		X	X	X	X		X	X	X	X		
Hiawathaland Library Cooperative		X		X	X	X	X	X	X	X	X	X	X	X		
Lakeland Library Cooperative		X		X	X	X	X	X	X	X	X	X	X	X		
Mid-Michigan Library League		X		X	X	X	X	X		X	X	X	X	X		
Mid-Peninsula Library Cooperative	X	X	X	X	X	X	X		X	X	X	X	X	X		
Mideastern Michigan Library Cooperative		X	X	X			X	X		X	X	X		X		
Northland Library Cooperative		X		X	X		X	X	X	X	X	X	X	X		
Southwest Michigan Library Cooperative		X	X	X	X	X	X	X	X	X	X	X	X	X		
Suburban Library Cooperative	X	X		X	X	X	X	X	X		X	X	X	X		
Superiorland Library Cooperative	X	X	X	X	X	X	X	X	X		X	X	X	X		
The Library Network	X	X		X	X	X	X	X	X	X	X	X	X	X		
White Pine Library Cooperative		X		X	X	X	X	X	X		X	X	X	X		
Woodlands Library Cooperative		X		X		X	X	X	X		X	X	X	X		
Totals (14 Cooperatives)	4	13	5	13	9	9	11	10	13	10	5	13	10	13	8	12

Cooperative	Group/Centralized Purchase - Computer Hardware/Software	Marketing/Public Relations	Reference Services	Research and Development	Shared Automation System	Technology Consulting	Train Trustees and Boards	Training Centers	Youth/Young Adult Services
Capital Library Cooperative	X	X	X		X	X		X	
Detroit Associated Libraries	X	X							
Hiawathaland Library Cooperative	X	X	X	X	X	X		X	
Lakeland Library Cooperative	X		X	X	X	X	X	X	
Mid-Michigan Library League	X		X	X	X	X	X	X	
Mid-Peninsula Library Cooperative	X	X	X	X	X	X	X	X	
Mideastern Michigan Library Cooperative		X				X	X	X	
Northland Library Cooperative	X		X		X	X	X	X	
Southwest Michigan Library Cooperative	X		X	X	X	X	X	X	
Suburban Library Cooperative	X	X		X	X	X		X	
Superiorland Library Cooperative	X		X	X	X	X		X	
The Library Network	X		X	X	X	X		X	
White Pine Library Cooperative	X	X	X	X	X	X	X	X	
Woodlands Library Cooperative	X	X	X		X		X		
Totals (14 Cooperatives)	13	8	9	8	11	12	8	12	5

## Library Cooperatives: Continuing Education/Training

Cooperative	Advanced Internet Training		Basic Internet Training		Community Information		Computer Maint. & Repair	
	Workshops Offered During 1998/1999	Estimated Attendance	Workshops Offered During 1998/1999	Estimated Attendance	Workshops Offered During 1998/1999	Estimated Attendance	Workshops Offered During 1998/1999	Estimated Attendance
Capital Library Cooperative								
Detroit Associated Libraries								
Hiawathaland Library Cooperative	1	5	1	3				
Lakeland Library Cooperative							1	20
Mid-Michigan Library League							3	19
Mid-Peninsula Library Cooperative			35	447	1	10		
Mideastern Michigan Library Cooperative	8	53						
Northland Library Cooperative	7	46	5	32	2	25		
Southwest Michigan Library Cooperative			84	898	5	103		
Suburban Library Cooperative					1	11	2	4
Superiorland Library Cooperative							2	13
The Library Network	5	17	4	12				
White Pine Library Cooperative	7	56	1	5				
Woodlands Library Cooperative								
<b>Totals (14 Cooperatives)</b>	<b>28</b>	<b>177</b>	<b>130</b>	<b>1,397</b>	<b>9</b>	<b>149</b>	<b>8</b>	<b>56</b>

Cooperative	Computer Networking		Creating Web Pages		Search AccessMichigan		Other		Totals	
	Workshops Offered During 1998/99	Estimated Attendance	Workshops Offered During 1998/99	Estimated Attendance	Workshops Offered During 1998/99	Estimated Attendance	Workshops Offered During 1998/99	Estimated Attendance	Workshops Offered During 1998/99	Estimated Attendance
Capital Library Cooperative							9	400	9	400
Detroit Associated Libraries										
Hiawathaland Library Cooperative					1	14	1	18	4	40
Lakeland Library Cooperative					2	28	44	663	46	691
Mid-Michigan Library League							2	60	3	80
Mid-Peninsula Library Cooperative			7	75	14	234	8	68	68	853
Mideastern Michigan Library Cooperative					1	32	5	132	6	164
Northland Library Cooperative					13	77	2	40	23	170
Southwest Michigan Library Cooperative			1	11	9	132	27	333	51	579
Suburban Library Cooperative			4	14	15	97	86	884	194	1,996
Superiorland Library Cooperative			8	44	5	95	23	153	39	307
The Library Network	1	3	2	13	3	7	12	41	29	106
White Pine Library Cooperative					18	136	2	65	20	201
Woodlands Library Cooperative							5	208	13	269
<b>Totals (14 Cooperatives)</b>	<b>1</b>	<b>3</b>	<b>22</b>	<b>157</b>	<b>81</b>	<b>852</b>	<b>226</b>	<b>3,065</b>	<b>505</b>	<b>5,856</b>

## Library Cooperatives: Technology

Cooperative	Library System		Automation Modules						
	Automation System	Number of Participating Members	Acquisitions	Cataloging	Circulation	Community Information	ILL	OPAC	Serials
Capital Library Cooperative	AutoGraphics	22		X			X		
Detroit Associated Libraries	Horizon	2	X	X	X			X	
Hiawathaland Library Cooperative									
Lakeland Library Cooperative	Dynix	40	X	X	X			X	
Mid-Michigan Library League	Brodart LePac	80						X	
Mid-Peninsula Library Cooperative	Dynix Precision One	9		X	X			X	
Mideastern Michigan Library Cooperative									
Northland Library Cooperative	AutoGraphics	29		X			X	X	
Southwest Michigan Library Cooperative	AutoGraphics	41		X			X	X	X
Suburban Library Cooperative	Dynix	20	X	X	X	X	X	X	X
Superiorland Library Cooperative	Dynix	53		X	X		X	X	
The Library Network	DRA	41	X	X	X			X	X
White Pine Library Cooperative									
Woodlands Library Cooperative									
<b>Totals (14 Cooperatives)</b>		<b>337</b>	<b>4</b>	<b>9</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>9</b>	<b>3</b>

Cooperative	Automation System			Total Number of Computers Provided for Staff or Member Use
	# of Participating Members Allowing Patron Initiated ILL	Shared Circulation System	Union Catalog	
Capital Library Cooperative			X	4
Detroit Associated Libraries				1
Hiawathaland Library Cooperative				25
Lakeland Library Cooperative	40	X		25
Mid-Michigan Library League				23
Mid-Peninsula Library Cooperative				62
Mideastern Michigan Library Cooperative				4
Northland Library Cooperative	1		X	22
Southwest Michigan Library Cooperative	34		X	24
Suburban Library Cooperative	20	X		505
Superiorland Library Cooperative				18
The Library Network	41	X		67
White Pine Library Cooperative				20
Woodlands Library Cooperative				5
<b>Totals (14 Cooperatives)</b>	<b>136</b>	<b>3</b>	<b>3</b>	<b>805</b>

## Library Cooperatives: Technology Services

Cooperative	CD-ROM Network	Community/Cooperative Internet Network	Email Account or Access	File Transfer Protocol (FTP)	Group Licensing - Databases	Group Licensing - Software	Internet Access	Laptops/Projectors for Training	Locally Created Database	Online Database Searching	Remote Access to Cooperative Catalog	Telnet Access	Union Catalog	Union Catalog - CD-ROM	Union Catalog - Dial-in	Union Catalog - Internet
Capital Library Cooperative			X	X	X			X		X	X					X
Detroit Associated Libraries			X	X					X							
Hiawathaland Library Cooperative			X	X									X			X
Lakeland Library Cooperative			X		X		X			X	X					X
Mid-Michigan Library League			X				X			X						X
Mid-Peninsula Library Cooperative		X	X	X	X	X	X	X	X	X	X	X	X	X		X
Mideastern Michigan Library Cooperative			X				X	X								
Northland Library Cooperative		X	X				X	X		X	X					X
Southwest Michigan Library Cooperative	X	X	X	X	X	X	X	X		X	X	X				X
Suburban Library Cooperative	X	X	X	X	X	X	X	X			X	X				
Superiorland Library Cooperative		X	X	X	X	X	X	X		X	X	X				X
The Library Network		X	X	X	X	X	X	X	X	X	X	X	X	X		X
White Pine Library Cooperative			X					X		X	X					X
Woodlands Library Cooperative			X				X	X				X				X
<b>Totals (14 Cooperatives)</b>	<b>2</b>	<b>6</b>	<b>12</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>9</b>	<b>11</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>7</b>	<b>3</b>	<b>3</b>	<b>11</b>	

## Library Cooperatives: Adaptive Technology

Cooperative	ADA Compliant Workstation	CC/TV	Internet Access With Speech	TDD	Text to Speech Reading Machine
Capital Library Cooperative					
Detroit Associated Libraries	X	X	X	X	X
Hiawathaland Library Cooperative	X				X
Lakeland Library Cooperative					
Mid-Michigan Library League					
Mid-Peninsula Library Cooperative	X			X	X
Mideastern Michigan Library Cooperative	X	X			X
Northland Library Cooperative		X			X
Southwest Michigan Library Cooperative					
Suburban Library Cooperative	X		X		
Superiorland Library Cooperative	X		X	X	
The Library Network	X				
White Pine Library Cooperative					
Woodlands Library Cooperative					
<b>Totals (14 Cooperatives)</b>	<b>7</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>

## Library Cooperatives: Internet

Cooperative	Speed of Internet Access				Number of Computers in Internet Lab
	T1	128K	56K	33.6K	
Capital Library Cooperative		X	X		5
Detroit Associated Libraries	X				
Hiawathaland Library Cooperative		X			
Lakeland Library Cooperative	X				10
Mid-Michigan Library League	X				13
Mid-Peninsula Library Cooperative	X				10
Mideastern Michigan Library Cooperative	X				44
Northland Library Cooperative	X				7
Southwest Michigan Library Cooperative		X	X		12
Suburban Library Cooperative	X			X	17
Superiorland Library Cooperative	X				18
The Library Network	X		X		20
White Pine Library Cooperative	X				11
Woodlands Library Cooperative	X				10
<b>Totals (14 Cooperatives)</b>	<b>11</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>177</b>

## Library Cooperatives: Income

Cooperative	State					Federal	
	Direct State Aid	Indirect State Aid	State Funds/ Subregional Libraries	Total State Income	% of Total Income	Federal Income	% of Total Income
Capital Library Cooperative	\$197,132	\$197,751	\$	\$394,883	96.1%	\$	
Detroit Associated Libraries	524,048		46,192	570,240	66.8%	39,237	4.6%
Hiawathaland Library Cooperative	76,050	33,435		109,485	85.2%	16,280	12.7%
Lakeland Library Cooperative	529,193	1,131,812		1,661,005	97.9%	1,321	.1%
Mid-Michigan Library League	260,734	186,621		447,355	87.4%	9,665	1.9%
Mid-Peninsula Library Cooperative	84,760	34,687		119,447	51.3%	22,461	9.7%
Mideastern Michigan Library Cooperative	413,515	45,458	46,191	505,164	77.5%	56,963	8.7%
Northland Library Cooperative	141,759	85,219	46,192	273,170	39.9%	96,137	14.0%
Southwest Michigan Library Cooperative	294,251	146,716		440,967	71.9%	96,333	15.7%
Suburban Library Cooperative	404,241	404,050		808,291	43.4%	35,600	1.9%
Superiorland Library Cooperative	160,157	88,752	46,192	295,101	63.2%	43,663	9.3%
The Library Network	1,285,373			1,285,373	20.8%	117,998	1.9%
White Pine Library Cooperative	341,560			341,560	54.4%	5,247	.8%
Woodlands Library Cooperative	250,438	245,067		495,505	93.7%		
<b>Totals (14 Cooperatives)</b>	<b>\$4,963,211</b>	<b>\$2,599,568</b>	<b>\$184,767</b>	<b>\$7,747,546</b>	<b>50.1%</b>	<b>\$540,905</b>	<b>3.5%</b>

## Library Cooperatives: Income

Cooperative	Other				Total
	Associate Membership Dues	Other Income	Total Other Income	% of Total Income	Total Income
Capital Library Cooperative	\$	\$16,066	\$16,066	3.9%	\$410,949
Detroit Associated Libraries		244,254	244,254	28.6%	853,731
Hiawathaland Library Cooperative		2,738	2,738	2.1%	128,503
Lakeland Library Cooperative	5,100	27,982	33,082	2.0%	1,695,408
Mid-Michigan Library League		54,485	54,485	10.7%	511,505
Mid-Peninsula Library Cooperative	100	90,704	90,804	39.0%	232,712
Mideastern Michigan Library Cooperative	300	89,907	90,207	13.8%	652,334
Northland Library Cooperative	2,660	312,927	315,587	46.1%	684,894
Southwest Michigan Library Cooperative	13,879	62,356	76,235	12.4%	613,535
Suburban Library Cooperative		1,018,243	1,018,243	54.7%	1,862,134
Superiorland Library Cooperative		128,542	128,542	27.5%	467,306
The Library Network	2,838	4,776,044	4,778,882	77.3%	6,182,253
White Pine Library Cooperative	2,317	279,482	281,799	44.8%	628,606
Woodlands Library Cooperative	10,350	23,181	33,531	6.3%	529,036
<b>Totals (14 Cooperatives)</b>	<b>\$37,544</b>	<b>\$7,126,911</b>	<b>\$7,164,455</b>	<b>46.4%</b>	<b>\$15,452,906</b>

## Library Cooperatives: Expenditures

Cooperative	Staff			Collections				
	Salaries and Wages	Fringe Benefits	Total	Books/Print Materials	AV/Non-Print Materials	Subscriptions Non-electronic	Electronic Materials/ Subscriptions	Total
Capital Library Cooperative	\$76,359	\$34,168	\$110,527	\$154	\$232	\$148	\$18,750	\$19,284
Detroit Associated Libraries				78	849	65		992
Hiawathaland Library Cooperative	44,263	5,039	49,302	13,596	4,886	3,232	550	22,264
Lakeland Library Cooperative	417,718	106,363	524,081	6,909	3,946		544	11,399
Mid-Michigan Library League	274,102	40,882	314,984					
Mid-Peninsula Library Cooperative	77,709	19,914	97,623	2,791		942		3,733
Mideastern Michigan Library Cooperative	99,846	33,351	133,197	491				491
Northland Library Cooperative	177,432	51,555	228,987	5,867	519	1,469		7,855
Southwest Michigan Library Cooperative	202,995	36,021	239,016	1,680		13,102	129,553	144,335
Suburban Library Cooperative	292,652	92,122	384,774				111,421	111,421
Superiorland Library Cooperative	208,083	43,891	251,974	24,112	1,696	145	8,088	34,041
The Library Network	1,287,193	168,466	1,455,659	2,335,695		137,436		2,473,131
White Pine Library Cooperative	192,000	52,450	244,450					
Woodlands Library Cooperative	75,839	33,886	109,725	565	350	188		1,103
<b>Totals (14 Cooperatives)</b>	<b>\$3,426,191</b>	<b>\$718,108</b>	<b>\$4,144,299</b>	<b>\$2,391,938</b>	<b>\$12,478</b>	<b>\$156,727</b>	<b>\$268,906</b>	<b>\$2,830,049</b>



## Library Cooperatives: Expenditures

Cooperative	Other						
	Office Supplies	Repair & Maint. Supplies	Professional Contractual	Transportation	Printing & Publishing	Insurance and Bonds	Public Utilities
Capital Library Cooperative	\$1,917	\$	\$220,207	\$3,062	\$2,056	\$2,438	\$
Detroit Associated Libraries	15,649		1,022,361	844	1,415		
Hiawathaland Library Cooperative	4,335		23,099	3,803	222	760	1,775
Lakeland Library Cooperative	4,975	3,161	12,942	66,159	11,333	14,964	7,201
Mid-Michigan Library League	40,542		214,666	19,001		1,995	10,902
Mid-Peninsula Library Cooperative	6,025		41,765	6,806	3,159	4,067	7,684
Mideastern Michigan Library Cooperative	2,277		222,761	6,488	42,558	4,995	4,487
Northland Library Cooperative	12,709	1,406	269,769	9,027	5,513	4,460	10,114
Southwest Michigan Library Cooperative	2,172	896	2,891	9,554	2,051	5,830	5,817
Suburban Library Cooperative	42,721		508,286	18,132	6,350	5,236	238,254
Superiorland Library Cooperative	10,366		45,476	9,730	630	7,093	2,685
The Library Network	226,634		341,840	74,992	68,754	37,429	386,934
White Pine Library Cooperative	9,000	100	211,942	59,578	5,870	4,802	11,550
Woodlands Library Cooperative	3,133		249,800	100,942	492	496	
<b>Totals (14 Cooperatives)</b>	<b>\$382,455</b>	<b>\$5,563</b>	<b>\$3,387,805</b>	<b>\$388,118</b>	<b>\$150,403</b>	<b>\$94,565</b>	<b>\$687,403</b>

Cooperative	Other (continued)					
	Repair & Maintenance	Rentals	Equipment	Miscellaneous	Total	Total Expenditures
Capital Library Cooperative	\$1,431	\$10,256	\$1,495	\$17,054	\$259,916	\$389,727
Detroit Associated Libraries	2,570		46,213	6,624	1,095,676	1,096,668
Hiawathaland Library Cooperative	110		1,200	294	35,598	107,164
Lakeland Library Cooperative	6,841		74,267	684,194	886,037	1,421,517
Mid-Michigan Library League	112	3,600	2,886	1,740	295,444	610,428
Mid-Peninsula Library Cooperative	702	14,412	15,528	8,476	108,624	209,980
Mideastern Michigan Library Cooperative	1,562	10,014	74,060	183,959	553,161	686,849
Northland Library Cooperative	10,452	15,289	77,294	774	416,807	653,649
Southwest Michigan Library Cooperative	10,023	2,466	98,455	5,986	146,141	529,492
Suburban Library Cooperative	123,635	7,000	8,450	126,251	1,084,315	1,580,510
Superiorland Library Cooperative	3,875		36,521	53,504	169,880	455,895
The Library Network	220,774	25,250	247,764	9,391	1,639,762	5,568,552
White Pine Library Cooperative	4,300	25,210	23,301	23,050	378,703	623,153
Woodlands Library Cooperative	1,585	8,517	79,411	12,976	457,352	568,180
<b>Totals (14 Cooperatives)</b>	<b>\$387,972</b>	<b>\$122,014</b>	<b>\$786,845</b>	<b>\$1,134,273</b>	<b>\$7,527,416</b>	<b>\$14,501,764</b>

# Library Cooperatives Annual Report Form



## FY 2000/2001 LIBRARY COOPERATIVE ANNUAL REPORT/STATE AID APPLICATION for Reporting Year October 1, 1999 through September 30, 2000

This report, or letter of intent to file, must be postmarked on or before February 1, 2001 to be eligible to receive state aid.  
If a letter of intent to file is submitted, the original Annual Report must be postmarked on or before March 31, 2001.  
Refer questions regarding this form to Ed Willoughby at ewilloug@libofmich.lib.mi.us or (517) 373-7147.

### SECTION A: CURRENT INFORMATION

Complete Parts I-VI with information that is current as of the filing date. \_\_\_\_\_  
Date this report is filed

#### PART I: DIRECTORY INFORMATION

<b>Cooperative Name:</b> If name changed since last annual report was filed, attach documentation authorizing legal name change, such as Board minutes or establishment documentation.	
<b>Street Address (number, street, etc.):</b> The complete street address of the cooperative. Do not report a post office box or general delivery.	
<b>City:</b> The city or town in which the cooperative is located.	<b>Zip+4:</b> Include the four-digit postal zip code extension for the street address of the cooperative.
<b>Cooperative Service Population:</b> The sum of the total service population of each library that is a member of the cooperative as of October 1, 2000.	<b>Web Address:</b> If the cooperative has a home page accessible over the Internet, please include the web address (e.g. <a href="http://www.library.lib.mi.us/library.html">http://www.library.lib.mi.us/library.html</a> ).
<b>Director's Name:</b> The name of the current official cooperative director. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.	<b>Cooperative or Director's Email Address:</b> The email address to be used to contact the cooperative director.
<b>Phone Number:</b> The telephone number of the cooperative, including area code.	<b>Fax Number:</b> The telephone number for the fax machine used for administrative purposes, including area code.

#### PART II: LIBRARY COOPERATIVE BOARD MEMBERS

List the names of current library cooperative board members who are serving at the time this report is filed, beginning with officers. Add an additional page, if needed, to list the entire board.

**Position:** Beginning with the officers, list the title of each position of the board members.

**Name:** List the name for each current cooperative board member. Enter "vacant" for vacancies and contact the Library of Michigan when the positions are filled.

**Address:** Provide a current mailing address for each board member. Include street number and street name, city and zip code. Provide two-letter state code only if the person resides outside of Michigan.

**Daytime Phone:** Provide the phone number at which each individual can be reached during the day.

**Library Represented:** Provide the current legal name of the library each board member represents.

Cooperative Name: \_\_\_\_\_

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Position	Name	Address	Daytime Phone	Library Represented
1. Chairperson				
2. Vice Chair				
3. Treasurer				
4.				
5.				
6.				
7.				
8.				
9.				

#### PART III: COOPERATIVE STAFF

Include all employees paid by all sources to perform cooperative functions. Include all positions, whether those positions are filled or vacant. All employees should be included, whether or not the Library of Michigan certified them. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. Derive the Full Time Equivalent (FTE) staff figure by adding the total number of hours worked by all employees in each category. Then divide the total staff hours by 40 and round to two decimal places.

**ALA-MLS Librarians:** Librarians with Master's degrees from programs of library and information studies accredited by the American Library Association.

**Other Librarians:** Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.

**Other Staff:** Include all other paid cooperative employees, including plant operations, security, and maintenance staff.

**Totals:** The sum of "ALA-MLS Librarians", "Other Librarians" and "Other Staff".

Employee Category	Number of Employees in This Category	Hours per Week on Cooperative Activities	Full Time Equivalents (Hours per Week/40)
ALA-MLS Librarians			
Other Librarians			
Other Staff			
Totals			

#### PART IV: COOPERATIVE MEMBERSHIP

Provide the total number of each type of library that are currently official or associate members.

\_\_\_\_\_ Public Libraries  
\_\_\_\_\_ Academic Libraries  
\_\_\_\_\_ School Libraries  
\_\_\_\_\_ Special Libraries  
\_\_\_\_\_ State Institutional Libraries  
\_\_\_\_\_ TOTAL

Cooperative Name: \_\_\_\_\_

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## PART V: COOPERATIVE SERVICES

Check the box for each of the following services that the cooperative offers to members. If your cooperative offers a service that has not been listed here, enter the name of the service in the space provided near the "other" category.

- ☐ Accounting/Business Services
- ☐ Advocacy on behalf of libraries, to public, to funding body
- ☐ Audiovisual Services
- ☐ Automation Services/Consulting
- ☐ Bibliographic Services
- ☐ Cataloging/Materials Processing
- ☐ Circulating/Lending/Rotating Collection
- ☐ Computer support on-site and remote
- ☐ Continuing Education Services
- ☐ Document Delivery - Physical (e.g. van)
- ☐ Document Delivery - Electronic (e.g. ARIAL)
- ☐ Interloan Services (borrowing/lending)
- ☐ Internet Accounts/Support
- ☐ Grant Writing
- ☐ Group/Centralized Purchase - Collections
- ☐ Group/Centralized Purchase - Equipment
- ☐ Group/Centralized Purchase - Computer Hardware/Software
- ☐ Marketing/Public Relations
- ☐ Reference Services
- ☐ Research and Development
- ☐ Shared Automation System at regional level
- ☐ Technology Consulting
- ☐ Train trustees and boards
- ☐ Training Centers
- ☐ Youth/Young Adult Services
- ☐ Other \_\_\_\_\_ (specify)

## PART VI: COOPERATIVE TECHNOLOGIES

1. Does the cooperative operate an automated library system? ☐ Yes ☐ No

If yes:

A. Check or provide the name of the system used.

- ☐ Athena
- ☐ AutoGraphics
- ☐ DRA
- ☐ Dynix (by Ameritech)
- ☐ EOSi (formerly Data Trek)
- ☐ Follett
- ☐ Galaxy (by Gaylord)
- ☐ Innovative Interfaces Inc.
- ☐ Lib Net (by NuGen)
- ☐ Precision One (by Brodart)
- ☐ Winnebago
- ☐ Other \_\_\_\_\_ (specify)

Cooperative Name: \_\_\_\_\_

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B. Number of member libraries participating in this system. \_\_\_\_\_

C. Check which modules are installed, operational, and in use:

(Check all that apply)

- ☐ Acquisitions
- ☐ ILL
- ☐ Cataloging
- ☐ OPAC
- ☐ Circulation
- ☐ Serials
- ☐ Community Information

D. Does your system allow for patron initiated interlibrary loan? ☐ Yes ☐ No

If yes: Number of libraries using this feature. \_\_\_\_\_

E. Would you describe this system as:

- ☐ Interfaced circulation system (different vendors)
- ☐ Shared circulation system (same vendor)
- ☐ Union catalog
- ☐ Other \_\_\_\_\_ (specify)

2. Number of computers that the cooperative provides for staff or member use.

\_\_\_\_\_ PC equipped with 486 or older processor

\_\_\_\_\_ PC equipped with Pentium processor

\_\_\_\_\_ Macintosh with 040 or older processor

\_\_\_\_\_ Power Macintosh

3. Check the boxes below to indicate technology services offered by the cooperative.

(Check all that apply)

- ☐ CD-Rom network
- ☐ Email account or access
- ☐ Group licensing of databases
- ☐ Internet access
- ☐ Locally created database (other than catalog)
- ☐ Remote access to cooperative catalog
- ☐ Union catalog on CD-ROM
- ☐ Union catalog online via Internet
- ☐ Community/Cooperative Internet Network
- ☐ File Transfer Protocol (FTP)
- ☐ Group licensing of software
- ☐ Laptops/projectors for training
- ☐ Online database searching (Dialog, BRS, etc)
- ☐ Telnet access
- ☐ Union catalog online via dial-in

4. Check the boxes below to indicate the adaptive technology services offered by the cooperative.

(Check all that apply)

- ☐ ADA compliant workstation (accessible to the visually and/or physically disabled)
- ☐ CC/TV (closed circuit television), magnification system
- ☐ Internet access with speech
- ☐ Telephone access via telephone device for the deaf (TDD)
- ☐ Text to speech reading machine (e.g. Kurzweil)
- ☐ Other \_\_\_\_\_ (specify)

5. Does the cooperative have dial-up access to the Internet? ☐ Yes ☐ No

If yes: What is the speed of the modem used in the dial-up connection?

- ☐ 56K
- ☐ 33.6K
- ☐ 28.8K or slower

Cooperative Name: \_\_\_\_\_

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6. Does the cooperative have a dedicated leased line connection to the Internet? ☐ Yes ☐ No

If yes: What is the speed of the circuit providing the permanent connection?

☐ Cable ☐ T1 ☐ 128K ☐ 64K ☐ 56K

7. What web browser does your cooperative use to search the Internet? (Check all that apply)

☐ Internet Explorer 3.x ☐ Internet Explorer 4.x ☐ Internet Explorer 5.x

☐ Netscape Navigator 3.x ☐ Netscape Navigator 4.x ☐ Other \_\_\_\_\_ (specify)

8. Does your library have an Internet lab? (A physically separate area where training can be delivered without disruption to other patron services.) ☐ Yes ☐ No

If yes: Number of computers in the lab. \_\_\_\_\_

## SECTION B: REPORTING YEAR INFORMATION

Complete Parts I-IV with information for the most recent fiscal year completed prior to October 1, 2000. Financial information must be precise for income and expenditures during the reporting year and should be reported in whole dollars.

### PART I: COOPERATIVE EDUCATION/TRAINING

Provide the number of sessions for workshops and training modules sponsored or co-sponsored by the cooperative in the 1999/2000 fiscal year followed by the estimated total attendance for each type of workshop.

Workshop/Module Subject	Number Offered During FY 1999/2000	Estimated Total Attendance
Advanced Internet Training		
Basic Internet Training		
Community Information Development		
Computer Maintenance and Repair		
Computer Networking		
Creating Web Pages		
Searching AccessMichigan		
Other Training & Workshops		
<b>Totals</b>		

### PART II: COOPERATIVE INCOME

**Direct State Aid:** Report all income received from the State of Michigan for status as a cooperative.

**Indirect State Aid:** Report all income received from member libraries for services provided by your cooperative.

**State Funds for Subregional Libraries:** Report all state funds received for subregional libraries belonging to your cooperative.

**Total State Income:** Sum of "Direct State Aid", "Indirect State Aid", and "State Funds for Subregional Libraries".

**Federal Income:** Report all income received from federal funds.

**Associate Membership Dues:** Report all income received from associate library membership dues.

**Other Income (specify):** Report and specify the source of any income other than the above mentioned sources.

**Total Other Income:** Sum of "Associate Membership Dues" and "Other Income."

**Total Income:** Sum of "Total State Income", "Federal Income", and "Total Other Income."

Uniform Chart of Accounts No.	Source of Income	Amount (Round figures to nearest dollar)
539	1. Direct State Aid	
580	2. Indirect State Aid [16(4) membership fees]	
539	3. State funds for Subregional Libraries	
	<b>A. Total State Income (sum 1 through 3)</b>	<b>A.</b>
501	<b>B. Federal Income</b>	<b>B.</b>
	4. Associate Membership Dues	
	5. Other income (specify)	
	6. Other income (specify)	
	<b>C. Total Other Income (sum 4 through 6)</b>	<b>C.</b>
	<b>Total Income (sum A through C)</b>	

Cooperative Name: \_\_\_\_\_

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Cooperative Name: \_\_\_\_\_

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## PART III: COOPERATIVE EXPENDITURES

Cooperative expenditures are the current and recurrent costs necessary to support the provision of cooperative services. List only the expenditures paid from cooperative operating budgets. Use whole numbers only.

### A. Staff Expenditures

**Salaries and Wages:** Include salaries and wages for all cooperative staff (including security, maintenance staff, etc.) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

**Fringe Benefits:** The benefits outside of salaries and wages paid and accruing to employees (including security, maintenance staff, etc.), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition and housing benefits.

**Total Staff Expenditures:** The sum of "Salaries and Wages" and "Fringe Benefits".

### B. Collection Expenditures

**Books/Print Materials:** Include expenses for any print or microform materials that are part of the library collection.

**AV/Non-Print Materials:** Include expenses for any non-print collection materials, including film, video, sound recordings, etc.

**Subscriptions (non-electronic format):** Include subscription expenditures for reference serials, journals and newspapers in print or microform formats. This does not include subscriptions for materials in electronic format.

**Materials and Subscriptions (electronic format):** Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMS, magnetic tapes, and magnetic disks that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the cooperative staff.

**Total Collection Expenditures:** Sum of expenditures for "Books/Print Materials," "AV/Non-Print Materials," "Subscriptions (non-electronic format)," and "Materials/Subscriptions (electronic format)."

### C. Other Expenditures

**Other Expenditures:** Include all expenditures other than those for staff and collection. Report in the appropriate expenditure category. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, costs incurred in the operation and maintenance of physical facilities, and all other items as indicated by the list provided.

**Total Expenditures:** Sum of A, B, and C. It includes "Total Staff Expenditures," "Total Collection Expenditures," and "Total Other Expenditures."

Cooperative Name: \_\_\_\_\_

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Uniform Chart of Accounts No.	Expenditure Category	Total Expenditures
702	1. Salaries and Wages	
702	2. Fringe Benefits	
	<b>A. Total Staff Expenditures (sum 1 through 2)</b>	<b>A.</b>
850	3. Books/Print Materials	
850	4. AV/Non-Print Materials	
850	5. Subscriptions (for non-electronic)	
850	6. Materials and Subscriptions (electronic)	
	<b>B. Total Collection Expenditures (sum 3 through 6)</b>	<b>B.</b>
727	7. Office Supplies	
775	8. Repair and Maintenance Supplies	
801	9. Professional Contractual Services	
860	10. Transportation	
900	11. Printing and Publishing	
910	12. Insurance and Bonds	
920	13. Public Utilities	
930	14. Repairs and Maintenance	
940	15. Rentals	
956	16. Miscellaneous	
977	17. Equipment	
	<b>C. Total Other Expenditures (sum 7 through 17)</b>	<b>C.</b>
	<b>Total Expenditures (sum A through C)</b>	

## PART IV: COOPERATIVE AUDIT

Provide the name of the audit firm performing the FY 1999/2000 12-month audit:

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## PART V: COOPERATIVE FIDELITY BONDING

(Attach a photocopy of the current policy/declaration form)

Insurance Company Name \_\_\_\_\_

Policy Period \_\_\_\_\_ TO \_\_\_\_\_

Insurance Coverage Amount \$ \_\_\_\_\_

## PART VI: CERTIFICATION OF INFORMATION

The person signing the form must be an authorized official of the library cooperative who can be held accountable for the information on the form. The cooperative director and a cooperative board chair or other authorized official must sign in order for the application to be processed. In the event of a state aid audit, the authorized official will be contacted. Reports that are not signed will be returned for signatures. Signatures must be original - signature stamps will not be accepted.

I certify that the information on this form truly reflects cooperative activities and that all financial information can be verified by audit.

\_\_\_\_\_  
Cooperative Director Signature

\_\_\_\_\_  
Cooperative Board Chair Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

Return this completed form to:

Library of Michigan - Business Services Division  
717 W. Allegan  
PO Box 30007  
Lansing, MI 48909-9775

Cooperative Name: \_\_\_\_\_

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